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5 December 2000

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TO: Capt Lambert

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SUBJECT: WEB Demonstration Test Results Report - Final

ENCLOSURE: TRW/LAY-00-0116-TR, WEB Demonstration Test Results Report, for
Contract Number: GS-23F-8079H, Task Order 0055

Capt Lambert,

Enclosed you will find the finalized WEB Demonstration Test Results Report. This report fulfills the contractual requirements associated with SOW Objective One, Conduct CCS WEB Demonstration and Evaluation.

If you have any questions or comments, please contact me at (801) 774-3038.

Sincerely,

- SIGNED -

Susan Moss
Program Manager

swm

WEB DEMONSTRATION TEST RESULTS
FOR THE COMMAND CORE SYSTEM
(CCS)

Contract No: GS-23F-8079H
Task Order: 055

August 2000

PREPARED FOR:

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Abbreviations

AFB	Air Force Base
AFRES	Air Force Reserves
ANG	Air National Guard
CCS	Command Core System
HP	Hewlett Packard
MB	Megabyte
RAM	Random Access Memory
POC	Point of Contact
PC	Personal Computer

1. Objectives:

The objectives of the Command Core System (CCS) WEB Demonstration are listed below.

- To demonstrate a WEB enabled version of CCS in a pseudo operational environment.
- To test the system using operational users that are not part of the normal testing function to validate the usability of the product in a distributed environment.
- To pave the way for complete WEB deployment of CCS to the entire Air Force.

2. Background

CCS was originally designed and deployed in a client-server configuration. At the time of the original requirement determination, use of WEB technology was neither prevalent nor mature. As the product continued to mature so did the available WEB technology and supporting tools. These tools have advanced to the point where the client server version of the software can be ported to the WEB with very little rework and re-coding.

The Air Force is seeking ways to complete Air Force wide deployment of CCS, reduce life cycle cost of the system, and is exploring a single centralized database to house all CCS data. The use of WEB technology with its thin client and centralized server architecture shows promise as a way to both complete deployment and reduce the life cycle cost of the system.

3. Test Configuration

3.1. Test Configuration – Hardware

Figure 1 is a pictorial representation of the hardware configuration used to conduct the test. This configuration was used to answer two fundamental problems that may be encountered in a standard setup. First, the configuration allowed the forms/reports server to be outside the base firewall so users outside of Hill Air Force Base (AFB) did not require direct access through the Hill AFB firewall. Second, this setup demonstrated the ability to run the forms/reports and database on separate servers allowing workload distribution.

Forms/Reports Server: The Forms/Reports server was a Hewlett Packard (HP) HP9000 D220 of the same configuration as the majority of the CCS database servers. The server had 128 megabytes of RAM (random access memory) and 6 gigabytes of hard disk space. The Forms/Reports server was placed outside the Hill AFB firewall. The hole in the firewall between the Forms/Reports server and the database server was restricted to only pass traffic between the two servers. Users were not allowed to “jump” through the hole to gain access to the database server inside the Hill AFB firewall. This type of security will be required when CCS is deployed in a WEB environment where the server is not local.

Database Server: The database server was also an HP9000 D220 of the same configuration as the majority of the CCS database servers. This server also had 128 megabytes of RAM and 6 gigabytes of hard disk space. It was configured the same as the servers in the field.

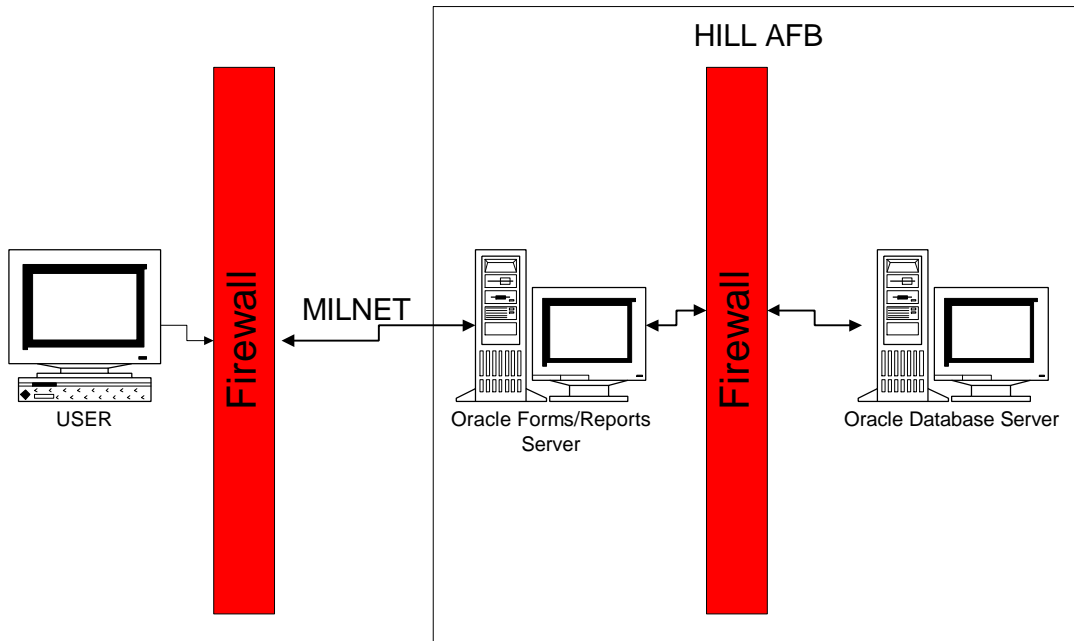


Figure 3-1 Test Configuration

3.2. Test Configuration – Software

The following is a list of software that was used during the test.

Server:

- Oracle Forms Server (WEB Cartridge)
- Oracle Database Version 7.3
- CCS Version 4.1 database with forms and reports compiled on HP with Oracle Runtime 6.0

User's Personal Computer (PC):

- Netscape Communicator Version 4.5 or higher OR
- Internet Explorer Version 5
- Oracle J-Initiator Applet Version 1.1.7.27

4. Test Activities

4.1. Pre-test Activities

The following pre test activities were completed:

- Modified all reports to run in a WEB configuration.
- Compiled and tested CCS executables on HP platform – only those forms used in the test scenarios were corrected if errors were found
- Loaded WEB forms server on an HP D220 server

- Loaded CCS Version 4.1 on an HP D220 server
- Moved Forms/Reports server and database server to Hill AFB for testing

4.2. User Test Responsibilities

The test users were responsible for conducting a pre test (test #1) then conducting regular testing on ten consecutive test days. The test period began on 19 June and continued until 30 June 2000. The users were asked to send the results of each test to TRW for compilation in this report.

Testing was scheduled for a specific time each day. The testing was conducted at the given times to test the server's ability to handle many users concurrently.

4.3. Test Evaluation Criteria (What We Expected)

The test results were evaluated against two basic criteria. One, did the system work properly in the configured WEB environment. Two, was the response time acceptable to the user. The first criteria, did the system work, is objective and can be measured. Since this is an evaluation of how the system works in the WEB environment and not a test of its ability to meet all business practice requirements of the test bases, the measurement will be of the systems performance in the WEB environment as compared to its performance in the existing client server environment. The second criteria is more subjective and will be measured as a result of estimates made by the testers and the general impression of the testers, this will also be compared to CCS performance in the existing client server environment.

4.4. Conducting The Test

The testing began on 19 June and continued through 30 June. A summary of the bases' testing on the specific days is included in Attachment 2. The test schedule, Attachment 1, shows each test base scenario that was scheduled to be run on a specified day, and the time the scenario was to be ran.

Each base was assigned a specific user name and password. Five bases and the Help Desk conducted the tests. The bases are listed below with the point of contact (POC) for the test.

Base	Name	Phone
Elmendorf AFB, AK	Maj Dena Maher	901-580-4158
Dobbins ARB, GA	Grant Lynch	770-919-5781
Barksdale AFB, LA	Lt Phillip Norton	318-456-6727
Andrews AFB, VA	Ssgt Paul Degere	240-857-3327
Maryland ANG, MD	TSgt Tonya Coltus	DSN 243-6428
Help Desk	Bud Toso/Jan Wagner	DSN 240-4150

Test scenarios one through ten can be found in Attachment 3. These scenarios were used by the testers to conduct the test. The test scenarios were structured such that each test was conducted twice using different data. Test 1 and Test 5, are both titled "Performing a General and Risk Assessment" and are the same tests with the exception of the data selected. Test 2 and 6 were the same test, etc.

5. Test Results

5.1. Individual Base Results

5.1.1. Andrews

Andrews only completed one test and partially completed another. There were misunderstandings as to what was required by base personnel and availability issues. Of the two tests they attempted, the response time of the system was classified as high. Screen response time varied from 2 – 5 seconds. This is slower than client/server but still considered in the acceptable range.

5.1.2. Baltimore

Baltimore Air National Guard (ANG) completed three tests and partially completed one other. They experienced good response times, 1-2 seconds per each screen, tying with Dobbins for the fastest response times of all the bases performing this test

5.1.3. Barksdale

Barksdale completed six tests and partially completed two others. The base comm changed the proxy server the last two days of the test (without notifying personnel), therefore , they were unable to complete the tests. They had the slowest response times for all the bases, averaging about 15 seconds for each screen. However, there is known connectivity problems getting to anything outside their building, so slow response times were expected (the entire network only used a 56K line). They are moving to new facilities (around Christmas 2000).

5.1.4. Dobbins

Initially there were problems getting Dobbins connected, and the agreement was made to begin the testing without them. Once they were connected, they completed three tests and partially completed another. They had good response times, 1-2 seconds per screen, tying with Baltimore for the fastest response times.

5.1.5. Elmendorf

Elmendorf completed seven tests and partially completed test 8. They had the biggest variance in regards to response time of any of the bases. For the most part, they had good response time, however, Test 3, conducted at 1030 (local time) Wed, 21 June, was reported as not responsive. The system started out working well, bogged down, was restarted, and then worked well again.

Test 6, conducted at 0900 (local time) Mon, 26 June began, with good response times, and bogged down during the testing period, very similar to test 7, conducted at the same time on the following day. They had problems conducting test 8, and did not complete the test.

5.1.6. Help Desk

The Help Desk conducted test 3, using the Dobbins scenarios. The response time for the system was classified as high. Screen response time varied from 2-5 seconds.

5.2. Baseline

The baseline testing was conducted at the development site, TRW Inc, using the fielded client/server configuration. An experienced CCS user conducted the testing, therefore the time to complete each test was much faster than the WEB Demo participants. Screen response times ranged from 1-2 seconds depending on the complexity of the form. All tests were conducted.

5.3. Summary

5.3.1. Objectives

The objectives of the CCS WEB Demonstration were met.

The first objective was to demonstrate CCS in a WEB environment that closely simulates an operational environment. Six bases successfully were able to use CCS over the WEB and conduct tests with acceptable response times. The configuration mirrored that of a centralized CCS configuration in that all bases connected to the same database.

The second objective was to test the system using personnel with little or no previous CCS experience. With the exception of the Help Desk, the users conducting the test had little if any experience using CCS. The time to conduct each test compared to the baseline tester displays the “learning” curve of the testers. Even given the inexperience of the testers with CCS, they were able to conduct the tests with no help from TRW.

The third objective was to pave the way to complete deployment of CCS to the entire Air Force in a WEB environment. Changes were made to the baseline forms/reports of CCS to prepare for the deployment of CCS in a WEB configuration. The biggest change was to the execution of the reports. In the client/server environment, the Oracle report parameter was used to execute the reports. To execute reports on the WEB, they needed to be launched from a form. All report parameters were re-written to forms for execution. Other smaller types of changes were also made to the forms, mostly for the “look” of the form on the screen.

5.3.2. Tests Completed

Twenty-seven total test scenarios were conducted; each test scenario was completed at least three times. Figure 5-1 below depicts the total number of tests completed broken down by the test. Even though each base did not conduct all of the test scenarios, sufficient testing was completed to meet the objectives of the CCS WEB Demonstration test.

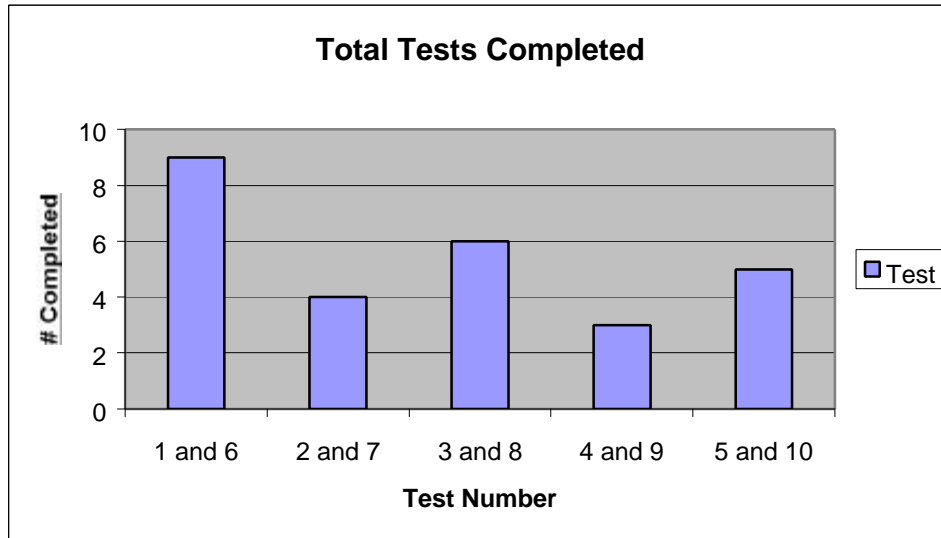


Figure 5-1 Total Tests Completed

5.3.3. System Response Time

From the user's perspective, how quickly the system responds is a key factor in the satisfaction of the system. For a WEB-based system, the primary system response is the "painting" of the screen on the user's computer followed by the access time (query and commit) of the database. The database response will be the same for a client/server connection as for a WEB-based connection and therefore was not reported in this test. Response time for the baseline system to load each screen was 1-2 seconds. The response time for most of the tests conducted at each base to load each screen was also 1-2 seconds. Figure 5-2 depicts the average response category each base experienced.

A comparison was made between the response times experienced by the users and the level of computer used to conduct the tests. As expected, those computers with more RAM and video card memory had the best response times. The only other factor affecting response time was the individual base network pipe size. This was not documented in this test. Barksdale had a known problem with network line pipe size as well as had the lowest end computer in the test group. This explains the slowest response times. The overall average response time was virtually the same as the current client/server environment.

Each computer used in the test, reported by base, was given a ranking for the memory, video card memory, and overall response time. The computers with more memory were given a 3 rating, the lower end a 2. This was the same for video card memory and response time. This scale is depicted below.

Memory (in Megabytes)	Video Card Memory (in Megabytes)	Response
128 MB = 3	8 MB = 3	H = 3
64 MB = 2	4 MB = 2	M = 2
32 MB = 1	2 MB or less = 1	L = 1

A chart was developed, see Figure 5-2 to graphically depict the computer's capability to the response time received using the rating system explained above. The baseline, client/server test results are also depicted for comparison.

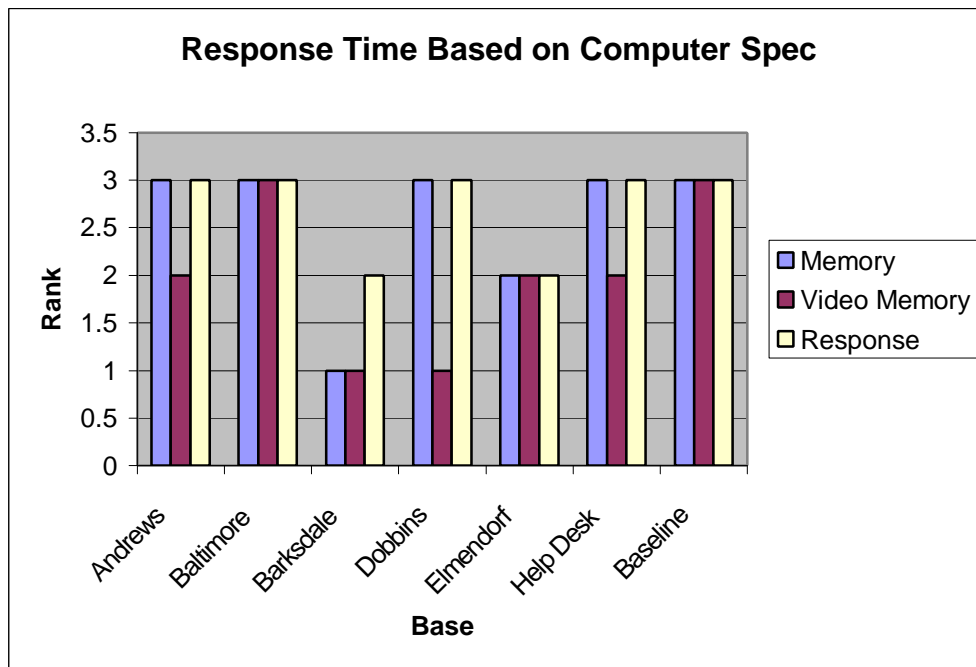


Figure 5-2 Response Time Based on Computer Specification

Based on these results, the recommended computer for connecting to CCS via the WEB is 128 megabytes of memory with an 8 megabytes video card. The minimum system should have 64 megabytes memory and 4 megabytes video card. Although the test proved you can run CCS on a lower level machine, we do not recommend running via the WEB on lessor computers (less than 32 megabytes of memory, 2 megabytes video card), the slow response times will frustrate users and cause them to not use the system.

5.3.4. Testing Time

The tests were designed to take users approximately 30 minutes to complete. This was based on the objective that non-CCS experienced users were conducting the tests. The average time to complete all tests was 36 minutes. Thus, the estimate was very close to the actual. The estimate was based on an acceptable response time, which was experienced in most of the test cases.

Figure 5-3 displays the average time for the test bases to conduct the tests compared to the baseline. The longer response times for the tests was directly related to system response time versus lack of understanding the test scenarios as documented by the test results from each base. An experienced CCS user conducted the baseline tests, hence the better than expected response times.

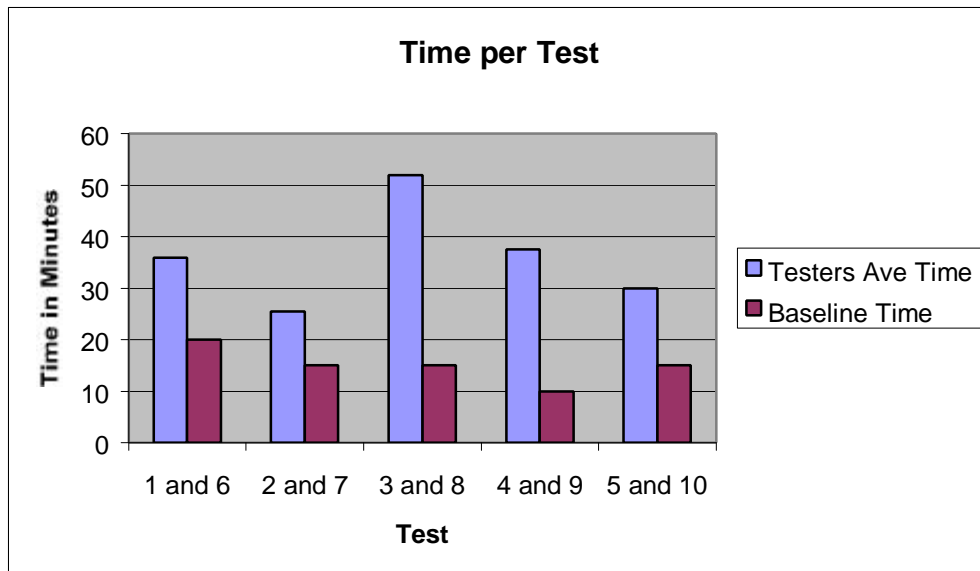


Figure 5-3 Average Time per Test

5.4. Issues

5.4.1. Forms Compiler

Two issues **must** be resolved prior to deploying CCS in a WEB environment, font size, and undefined attribute (default value) errors. Both issues are a problem with the developer forms UNIX compiler on the HP platform. The first problem is with the fonts. The initial font on the form, typically the title, is used for all of the fonts in the form that are not specifically identified (those using the default settings). For most of the forms this means that the title for the field came in with a larger than normal font, so some of the text for the field was hidden behind the data entry field.

Using default settings during the original development of the form caused the second problem. Using defaults allowed the developers to not specifically identify every aspect of the form and individual fields if the value defined as default was desired. The default on the HP compiler was

different than on the Microsoft NT compiler (the development platform). This resulted in errors typically identified as "Undefined Attributes". Each form must be tested in the WEB environment to detect these types of errors.

Both of the above issues are cosmetic in nature and do not affect the functionality of the form. However, they do directly affect the use.

Oracle has assured us that the newest compiler for the HP (Version 6i) will resolve at least the font issue, and possibly the default value issue. TRW received this software during the testing phase of this project and has not installed the software and tested Oracle's claim. The installation and testing of the forms compiled in 6i will need to be accomplished under a future contract prior to deploying CCS as a WEB application.

5.4.2. Milnet

The milnet bandwidth capacity could be an issue and must be addressed as a risk when WEB deployment is pursued. Each base's bandwidth is different and could affect the response time of CCS if deployed in a centralized configuration where the base will be going over the milnet for connection. If CCS is deployed in a WEB configuration, but the server resides on the base, (inside the base firewall) then milnet bandwidth would not be an issue, however, the bandwidth of the base's network must be addressed. This configuration is not anticipated to be a problem.

5.4.3. Security

Security of the data while operating in a WEB based configuration will be required. The C2 security approval will need to be updated to address the use of CCS in a WEB configuration. These issues must be addressed prior to deployment in a WEB configuration.

6. Recommendations

The success of the CCS WEB testing proves that CCS can be deployed in a WEB configuration. Recommend planning be completed and funding obtained to deploy CCS in a WEB configuration.

Steps that will need to be accomplished:

- Compile the forms in the new Developer 6i (which should eliminate the font problem)
- Beta test at selected bases to ensure no form errors occur in the code based on the use of defaults
- Update C2 documentation (address additional security when operating outside base firewall)
- Deploy to bases

Deploying CCS in a WEB environment can be accomplished in a variety of ways.

1. Deploy the forms as an intranet solution where each base will retain their CCS server, and the forms will be loaded at each base on the CCS server.
2. Deploy the forms in a central location, access the database at each base.

3. Deploy the forms in a central location with all of the databases also located at the central location.

The pros and cons for each deployment option are listed in the table below.

	PROS	CONS
Option 1 - Deploying as an intranet solution		
	<ul style="list-style-type: none"> • The forms and database are behind the base firewall. Do not have to work solutions to cross the milnet to access. • The servers are already deployed to the bases. • Quickest (and lowest cost) solution to deploy WEB. • Configuration tested during the WEB Demo testing. • System downtime will be minimal, only when base network is down. 	<ul style="list-style-type: none"> • Will still have to maintain servers for each base. • Will have to have firewall open on each base for maintenance. • Will not have total configuration control, bases will still have to download forms for patch updates. • Access from MAJCOM or HQ personnel will require a base firewall opening, connectivity based on access through the milnet.
Option 2 - Deploy the forms at a central location, access local databases.		
	<ul style="list-style-type: none"> • Maintain configuration control for all bases. • MAJCOM and other HQ personnel can obtain information readily. • Only one point of access for maintenance of forms. • Could be interim solution for implementing a central CCS option. 	<ul style="list-style-type: none"> • Numerous access problems due to milnet connectivity. • Speed of access is dependent upon base access to the milnet. • System will be inaccessible when milnet connectivity is down (routers) or firewalls are changed. • Increased security requirements. • No long-term savings on hardware. Will still have to maintain servers for each base. • Will have to have firewall open on each base for maintenance. • Will require additional hardware to support the forms (forms server software).
Option 3 - Deploying at a central location		
	<ul style="list-style-type: none"> • Maintain configuration control for all bases. • Only one point of access for maintenance. • MAJCOM and other HQ personnel can obtain information readily. • Lower long-term hardware support costs. • Provides a central location for all 	<ul style="list-style-type: none"> • Numerous access problems due to milnet connectivity. • Speed of access is dependent upon base access to the milnet. • System will be inaccessible when milnet connectivity is down (routers) or firewalls are changed. • Heavy investment to relocate servers (and/or purchase new) at central site.

	PROS	CONS
	<p>ESOH data.</p> <ul style="list-style-type: none">• Supports cost effective deployments to ANG, AFRES.	<ul style="list-style-type: none">• Most expensive solution for WEB implementation and will take the longest time to implement.• Increased security requirements.• Will require additional hardware to support the forms (forms server software).

WEB deployment of CCS can be a phased approach. Option 1 – deploying as an intranet solution can be implemented at some bases while the planning and efforts to move into a central system are underway. This will provide some the benefits of a WEB implementation quickly, with minimal costs. Systems can be migrated to a central location in a timely manner as hardware ages and causes increased support costs.

The Air National Guard (ANG) and Air Force Reserves (AFRES) currently do not have CCS deployed at their facilities. Any of the above options to implement CCS as a WEB application could be utilized to provide access to the ANG / AFRES. As an intranet solution, place the database instance for the ANG/AFRES component on the host base's server. ANG/AFRES personnel could be given access through a firewall into the application. The host base will maintain the server, and provide other SA admin duties. The ANG/AFRES base will be responsible for the data entered into the system. Option 2, the central location for forms, distributed servers solution will be implemented the same as an intranet solution, the host base's CCS server will have an instance for the ANG/AFRES base. The central solution will treat ANG/AFRES bases the same as currently deployed bases.

Attachment 1 – Test Schedule

	Test Day 1		Test Day 2		Test Day 3		Test Day 4		Test Day 5	
Base	Test	Time	Test	Time	Test	Time	Test	Time	Test	Time
Andrews	1	1100	2	1300	3	1400	4	1500	5	1600
Baltimore	2	1100	3	1300	5	1400	5	1500	1	1600
Dobins	3	1100	4	1300	1	1400	1	1500	2	1600
Barksdale	4	1000	5	1200	2	1300	2	1400	3	1500
Elmendorf	5	0700	1	0900	3	1000	3	1100	4	1200

	Test Day 6		Test Day 7		Test Day 8		Test Day 9		Test Day 10	
Base	Test	Time	Test	Time	Test	Time	Test	Time	Test	Time
Andrews	1	1200	2	1300	3	1400	4	1500	5	1600
Baltimore	2	1200	3	1300	4	1400	5	1500	1	1600
Dobbins	3	1200	4	1300	5	1400	1	1500	2	1600
Barksdale	4	1100	5	1200	1	1300	2	1400	3	1500
Elmendorf	5	0800	1	0900	2	1000	3	1100	4	1200

Attachment 2 – Test Result Summaries

Key:

Conducted This field indicates if the test was completed, partially completed, or not completed and the reason. Some tests were begun but not completed for various reasons, e.g., the system did not respond as the test indicated and personnel did not know how to continue, the system went down, the system locked up, etc.

Responsiveness This field indicates how responsive the system was to the user, ranked from 1-10, translated to High, Medium, Low. This was a subjective ranking from the participants' combined with the reported times to load new screens (display screens on the user's PC) and commit data.

Test Time (minutes) This was the time it took to conduct the test. The bases selected had not received CCS, and had little to no experience using the system. The baseline tester was an experienced CCS user and therefore was able to complete the tests much more rapidly.

Base / Test	1	2	3	4	5	6	7	8	9	10	System	
Andrews												
Conducted	partial	sys down		sys down	completed						Processor	450 MHz
Responsiveness - (L, M, H)	H				H						RAM	128 MB
Test Time (minutes)					40						Video Card	Maxtor
											Video RAM	4MB
Baltimore												
Conducted	completed		completed		completed	partial					Processor	pent 3
Responsiveness - (L, M, H)	H		H		H	H					RAM	128 MB
Test Time (minutes)	25				35						Video Card	Raypro
											Video RAM	8 MB
Barksdale												
Conducted	completed	completed	completed	completed	partial	partial	completed	completed	proxy down	proxy down	Processor	
Responsiveness - (L, M, H)	H	M	M	H	M	M	M	L			RAM	32 MB
Test Time (minutes)	50	30	40	15			32	39			Video Card	
											Video RAM	256K
Dobbins												
Conducted	partial			completed	completed	completed					Processor	Pentium
Responsiveness - (L, M, H)	H			H	H	H					RAM	128 MB
Test Time (minutes)	26			45	25	22					Video Card	
											Video RAM	2 MB

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Elmendorf													
Conducted	completed	completed	completed	completed	completed	completed	completed	completed	partial				Processor OS NT
Responsiveness - (L, M, H)	M	M	H	H	H	M	M	M					RAM 64 MB
Test Time (minutes)	30	25	20	15	20	56	15						Video Card Viper V330
													Video RAM 4 MB
Help Desk													
Conducted			completed										Processor 450 P3
Responsiveness - (L, M, H)			H										RAM 128 MB
Test Time (minutes)			70										Video Card Matror Graphics
													Video RAM 4 MB
Baseline													
Conducted	completed	completed	completed	completed	completed	completed	completed	completed	completed	completed	completed	completed	Processor 300 P3 - NT
Responsiveness - (L, M, H)	H	H	H	H	H	H	H	H	H	H	H	H	RAM 128 MB
Test Time (minutes)	20	15	15	10	15	20	15	15	10	15			Video Card ATI Technologies
													Video RAM 4 MB

Attachment 3 – Test Scenarios

CCS WEB Demo Test 1

Performing a General and Risk Assessment

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS	
What time did you start the test? (time zone)		Time
Response Time	For the screen to appear?	# Seconds
Comments:		

2. Action	Click the ACCEPT button to display the MAIN MENU.	
Response Time	For the screen to appear?	# Seconds
Comments:		

3. Action	Click the INDUSTRIAL HYGIENE MENU button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

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Performing a General and Risk Assessment

4. Action	Click the ASSESSMENT MENU button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

5. Action	Click the GENERAL ASSESSMENT button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

6. Action	The General Assessment screen is used to identify potential hazards in a PEG or Activity/Process. Select “ BASE-001 ” from the PEG list and click OK . Press the Enter key.	
Response Time	For the list to appear?	# Seconds
Number of PEGs in the list. (Displayed at the bottom of the screen while the list is showing.)		# of PEGs
*A General Assessment must be completed before any surveys can be performed. Comments:		

7. Action	Go to the FUNCTIONAL AREA field in the HAZARD BY FUNCTIONAL AREA block. Pick “ BIOENVIRONMENTAL ENGINEERING ” from the list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of FUNCTIONAL AREAS in the list. (Displayed at the bottom of the screen while the list is showing.)		# in the List
Comments:		

CCS WEB Demo Test 1

Performing a General and Risk Assessment

8. Action	<p>A list of HAZARDS should now be displayed. Click in the box to the right of the following Hazards:</p> <ul style="list-style-type: none"> CHEMICALS DIRECT CONTACT CHEMICALS THAT CAN BE ABSORBED THROUGH THE SKIN DIRECT CONTACT WITH CORROSIVE OR IRRITATING MATERIALS TO THE SKIN DIRECT CONTACT WITH CORROSIVE OR IRRITATING MATERIALS TO THE EYES INTERMITTENT INHALATION (VAPORS)
<p>*The hazards selected are ones the BEE believes may be present in the PEG. This list will be used to help evaluate the PEG and discover if the risk does exist. The IH surveys can not be performed with out a General Assessment.</p> <p>Comments:</p>	

9. Action	Click the Commit button in the toolbar.
<p>Comments:</p>	

10. Action	Adding new Functional Area and Hazards. Go to the Menu item in the pull down menu. Select Industrial Hygiene and then Industrial Hygiene Menu .	
Response Time	For the screen to appear?	# Seconds
<p>Comments:</p>		

11. Action	Click the VALIDATION TABLES MENU button.	
Response Time	For the screen to appear?	# Seconds
<p>Comments:</p>		

CCS WEB Demo Test 1

Performing a General and Risk Assessment

12. Action	Press the “ F ” key and the list will only display things that begin with “ F ”. Select “ FUNCTIONAL AREA HAZARD ” and click OK .	
Response Time	For the screen to appear?	# Seconds
Comments:		

13. Action	Query all of the records by clicking the Query button twice.	
Response Time	For the query?	# Seconds
Comments:		

14. Action	All of the Functional Areas that have been created will be displayed in this form even if they have not had any Hazards linked to them. By pressing the down and up arrow keys you can scroll through the Functional Areas and see the Hazard assigned to them. Try to find the Functional Area of “ BASE-001 ”. This Functional Area should not be in the list. To create it click the ADD FUNCTIONAL AREA button in the toolbar.	
Response Time	For the screen to appear?	# Seconds
Comments:		

15. Action	Click the Insert button in the toolbar.	
Comments:		

16. Action	Enter “ BASE-001 ” in the FUNCTIONAL AREA field.	
Comments:		

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Performing a General and Risk Assessment

17. Action	Enter “ 1999/01/01 ” in the START DATE field.
Comments:	

18. Action	Click the Commit button in the toolbar.
Comments:	

19. Action	Click the Exit button in the toolbar.
Comments:	

20. Action	Click the Insert button in the toolbar.
Comments:	

21. Action	Select “ BASE-001 ” from the FUNCTIONAL AREA list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

22. Action	The FUNCTIONAL AREA you created will not have any hazards associated to it so you must do that now. Your cursor should be in the START DATE field of the HAZARD block. Change the date to “ 1999/01/01 ”. Press Enter
Comments:	

CCS WEB Demo Test 1

Performing a General and Risk Assessment

23. Action	Select “ CHEMICALS ” from the HAZARD list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

24. Action	Go to the next blank records START DATE. Enter “ 1999/01/01 ”.		
Comments:			

25. Action	Select “ EXPLODING ” from the HAZARD list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

26. Action	Click the Commit button in the toolbar.		
Comments:			

27. Action	Click the Exit button in the toolbar.		
The INDUSTRIAL HYGIENE MENU should be displayed.			
Comments:			

28. Action	Click the Exit button in the toolbar.		
The GENERAL ASSESSMENT screen should be displayed.			
Comments:			

CCS WEB Demo Test 1

Performing a General and Risk Assessment

29. Action	Click in the FUNCTIONAL AREA field.
Comments:	

30. Action	Click the New Record button in the toolbar.
Comments:	

31. Action	Select “ BASE-001 ” from the FUNCTIONAL AREA list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

32. Action	Click in the boxes next to the <ul style="list-style-type: none"> CHEMICALS EXPLODING Hazards
Comments:	

33. Action	Click the Commit in the toolbar.
Comments:	

34. Action	Click in the PEG field and click the New Record button in the toolbar.
Comments:	

CCS WEB Demo Test 1

Performing a General and Risk Assessment

35. Action	Pick “ BASE-005 ” from the PEG list and click OK . Hit Enter .	
Response Time	For the list to appear?	# Seconds
Comments:		

36. Action	Click back in the PEG field. Click the RISK ASSESSMENT button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

37. Action	The RISK ASSESSMENT screen is an easy place to find what surveys have been performed for the PEG. The first five fields display the PEG or ACTIVITY/PROCESS information.	
Comments:		

38. Action	The CURRENT CONTROLS block will display all of the controls assigned to the PEG. It will also display any controls assigned to Activities that have been assigned to the PEG.	
Comments:		

39. Action	The FUNCTIONAL AREA block will show all of the FUNCTIONAL AREAs that were assigned to the PEG in the GENERAL ASSESSMENT screen.	
Comments:		

CCS WEB Demo Test 1

Performing a General and Risk Assessment

40. Action	The HAZARD ASSESSMENT block will display all of the HAZARDS for the displayed FUNCTIONAL AREA that were marked in the GENERAL ASSESSMENT screen.
Comments:	

41. Action	The HAZARD EVALUATION block will display all of the surveys that have been performed for the PEG, FUNCTIONAL AREA and HAZARD displayed. This block will also display any surveys performed for the ACTIVITIES that are assigned to the PEG.
Comments:	

42. Action	Click the COMMENT button for the AIR SAMPLING SURVEY evaluation type in the HAZARD EVALUATIONS block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

43. Action	Enter a comment. This comment is for the evaluation displayed, and can only be accessed in the RISK ASSESSMENT screen. Click the OK button.
Comments:	

44. Action	Click the DISPLAY button for the AIR SAMPLING SURVEY evaluation type in the HAZARD EVALUATIONS block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

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Performing a General and Risk Assessment

45. Action	The AIR SAMPLING SURVEY screen will be displayed and the survey for the PEG or Activity will be queried up.
*You can now update the record or click the RESULTS button to see the results for this survey Comments:	

46. Action	Click the Exit button in the toolbar, you should be returned to the RISK ASSESSMENT screen.
Comments:	

47. Action	The HAZARD RECOMMENDATIONS block is used to make recommendations to manage the hazards identified in the HAZARD EVALUATIONS block. Click the INSERT button in the HAZARD RECOMMENDATIONS block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

48. Action	Press Enter to accept the current date displayed in the DATE field.
Comments:	

49. Action	Select “ NONE ” from the RECOMMENDATION list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

CCS WEB Demo Test 1

Performing a General and Risk Assessment

50. Action	Leave the STATUS as ACTIVE. Pick “ FREITAS JOHN ” from the ASSESSOR list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

51. Action	Enter a comment in the COMMENT field and then click the INSERT button.	
Comments:		

52. Action	Scroll the screen down to the RISK ASSESSMENT REVIEWS block. A record was created for the change made in the HAZARD RECOMMENDATIONS area. To see what changed click in the WHAT CHANGED field and click the Edit button in the toolbar. Every time a change is made in the HAZARD RECOMMENDATIONS or RISK RATING blocks a record will be created here. Click the OK button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

53. Action	The RISK RATING block records the current risk rating for the PEG or Activity. Click the INSERT button in the RISK RATING block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 1

Performing a General and Risk Assessment

54. Action	Select “ ECAMP ” from the RATING TYPE list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

55. Action	Select “ MINOR ” from the RATING CODE list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

56. Action	Select “ FREITAS JOHN ” from the ASSESSED BY list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

57. Action	Click the Insert button in the toolbar.		
Comments:			

58. Action	Click the Commit button in the toolbar.		
Comments:			

59. Action	You have completed this test.		
Comments:			

CCS WEB Demo Test 1

Performing a General and Risk Assessment

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
 BAL for Baltimore
 BAR for Barksdale
 DOB for Dobbins
 ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS.	
What time did you start the test? (time zone)		Time
Response Time	For the screen to appear?	# Seconds
Comments:		

2. Action	Click the ACCEPT button to display the MAIN MENU.	
Response Time	For the screen to appear?	# Seconds
Comments:		

3. Action	Click the INDUSTRIAL HYGIENE MENU button	
Response Time	For screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

4. Action	Click the CONTROL MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

5. Action	Click the ASSIGNING CONTROLS TO A PEG button.	
Response Time	For screen to appear?	# Seconds
*This screen is used to assign one or more controls to a PEG. Comments:		

6. Action	Select “ BASE-001 ” from the PEG list and click OK .	
Response Time	For list to appear?	# Seconds
Number of PEGs in the list. (Displayed at the bottom of the screen while the list is showing.)		# PEGs
Comments:		

7. Action	Click in the CONTROL CODE field of the PEG CONTROLS block.	
Comments:		

8. Action	Open the CONTROL CODE list and hit the “ E ” key. This will limit the list to all of the controls that start with “E”. Select “ E-M ” from the list and click OK .	
Response Time	For list to appear?	# Seconds
Number of Controls in the list. (Displayed at the bottom of the screen while the list is showing.)		# Controls
Comments:		

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

9. Action	Enter “ 1999/01/01 ” in the CONTROL START DATE field.
Comments:	

10. Action	Click the Insert button in the toolbar to add another record.
Comments:	

11. Action	Open the CONTROL CODE list and hit the “ R ” key. This will limit the list to all of the controls that start with “R”. Select “ RESP ” from the list and click OK .	
Response Time	For list to appear?	# Seconds
Comments:		

12. Action	Enter “ 1999/01/01 ” in the CONTROL START DATE field.
Comments:	

13. Action	Click the Commit button in the toolbar.
Comments:	

14. Action	Click on the “ E-M ” control code record. Click the ADDITIONAL INFORMATION button in the toolbar.	
Response Time	For screen to appear?	# Seconds
*Engineering and Respirator controls have additional information. Comments:		

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

15. Action	The ENGINEERING CONTROLS screen allows you to specify one or more pieces of equipment for the control. Click the Exit button in the toolbar.
Comments:	

16. Action	Click on the “ RESP ” control code record. Click the ADDITIONAL INFORMATION BUTTON in the toolbar.	
Response Time	For screen to appear?	# Seconds
Comments:		

17. Action	The RESPIRATOR CONTROLS screen allows you to specify the type of respirator and the cartridge types. Click the Exit button in the toolbar.
Comments:	

18. Action	You should be back at the ASSIGNING CONTROLS TO A PEG screen. Click the Exit button in the toolbar.
Comments:	

19. Action	Click the ASSIGNING CONTROLS TO AN ACTIVITY/PROCESS button.	
Response Time	For screen to appear?	# Seconds
*This screen is used to assign one or more controls to an Activity/Process. Comments:		

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

20. Action	Select “ AR-02-AC-21---- BASE1” from the ACTIVITY/PROCESS list and click OK .	
Response Time	For list to appear?	# Seconds
Number of Activities in the list. (Displayed at the bottom of the screen while the list is showing.)		# Activities
<p>*You can limit the list by clicking behind the % sign and typing in your 3 digit base code discussed earlier. Then click the find button.</p> <p>Comments:</p>		

21. Action	Select “ RESP ” from the CONTROL CODE list and click OK .	
Response Time	For list to appear?	# Seconds
Number of Controls in the list. (Displayed at the bottom of the screen while the list is showing.)		# Controls
<p>Comments:</p>		

22. Action	Enter “ 1999/01/01 ” in the ACT CNTRL START DATE field.
<p>Comments:</p>	

23. Action	Click the Insert button in the toolbar.
<p>Comments:</p>	

24. Action	Select “ E-M ” from the CONTROL CODE list and click OK .
<p>Comments:</p>	

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

25. Action	Enter “ 1999/01/01 ” in the ACT CNTRL START DATE field.
Comments:	

26. Action	Click the Commit button in the toolbar.
Comments:	

27. Action	Click the Exit button in the toolbar.
Comments:	

28. Action	Click the ASSIGNING PEGS TO A CONTROL button.	
Response Time	For screen to appear?	# Seconds
*This screen assigns one or more PEGs to a control.		
Comments:		

29. Action	Select “ ORESP ” from the CONTROL CODE list and click OK .	
Response Time	For list to appear?	# Seconds
Comments:		

30. Action	Select “ BASE-001 ” from the PEG CD list and click OK .	
Comments:		

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

31. Action	Enter “ 1999/01/01 ” in the PEG CNTRL START DATE field.
Comments:	

32. Action	Click the Insert button in the toolbar.
Comments:	

33. Action	Select “ BASE-002 ” from the PEG CD list and click OK .
Comments:	

34. Action	Enter “ 1999/01/01 ” in the PEG CNTRL START DATE field.
Comments:	

35. Action	Select “ BASE-003 ” from the PEG CD list and click OK .
Comments:	

36. Action	Enter “ 1999/01/01 ” in the PEG CNTRL START DATE field.
Comments:	

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

37. Action	Click the Exit button in the toolbar.
Comments:	

38. Action	Click ASSIGNING ACTIVITIES/PROCESSES TO A CONTROL button.	
Response Time	For screen to appear?	# Seconds
*This screen assigns one or more Activities/Processes to a control. Comments:		

39. Action	Select “ ORESP ” from the CONTROL CODE list and click OK .	
Response Time	For list to appear?	# Seconds
Comments:		

40. Action	Select “ AR-02-AC-21----BASE1 ” from the ACTIVITY/PROCESS list and click OK .
Comments:	

41. Action	Enter “ 1999/01/01 ” in the PRC CNTRL START DATE field.
Comments:	

42. Action	Click the Insert button in the toolbar.
Comments:	

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

43. Action	Select “ AR-02-AC-21---- BASE2” from the ACTIVITY/PRO list and click OK .
Comments:	

44. Action	Enter “ 1999/01/01 ” in the PRC CNTRL START DATE field.
Comments:	

45. Action	Select “ AR-02-AC-21---- BASE3” from the ACTIVITY/PRO list and click OK .
Comments:	

46. Action	Enter “ 1999/01/01 ” in the PEG CNTRL START DATE field.
Comments:	

47. Action	Click the Exit button in the toolbar. This test is done.
Comments:	

CCS WEB Demo Test 2

Assign Controls to PEGs and Activities/Processes

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

uDuring the test you will be told what values to select from the lists. Some of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS. Click the ACCEPT button	
Response Time	For screen to appear?	# Seconds
Response Time	For the MAIN MENU screen to appear?	# Seconds
Comments:		

2. Action	Click the INDUSTRIAL HYGIENE MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

3. Action	Click the EMPLOYEES IN EXPOSURE GROUP button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

4. Action	Select “ BASE-001 ” from the PEG list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of PEGs in the list. (Displayed at bottom of the screen while list is showing.)		# of PEGs
Comments:		

5. Action	Press return and the cursor should go to the SSAN field in the EMPLOYEES CURRENTLY IN PEG block.	
Comments:		

6. Action	Select “ BASE-001 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

7. Action	Enter “ 1999/05/01 ” in the START DATE field.	
Comments:		

8. Action	Click the Insert button in the toolbar.	
Comments:		

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

9. Action	Select “ BASE-002 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

10. Action	Enter “ 1999/08/01 ” in the START DATE field.	
Comments:		

11. Action	Click the Insert button in the toolbar.	
Comments:		

12. Action	Select “ BASE-003 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

13. Action	Enter “ 1999/11/01 ” in the START DATE field.	
Comments:		

14. Action	Click the Commit button in the toolbar	
Comments:		

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

15. Action	Now we will find all of the PEGs an employee has been assigned. Click the QUERY EMP button in the toolbar.	
Response Time	For screen to appear?	# Seconds
Comments:		

16. Action	Select “ 11111111 ” from the SSAN list and click OK . Click the Query button once.	
Response Time	For list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

17. Action	Only employees who have a PEG assignment will appear in the list. To query on another employee click the Query button once and the SSAN field will turn white and the list button will appear. Select “ 222222222 ” from the SSAN list and click OK . Click the Query button once.
Comments:	

18. Action	Click the Exit button in the toolbar.
*You should be in the EMPLOYEES IN EXPOSURE GROUP screen.	
Comments:	

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

19. Action	Click the Insert button in the toolbar.
Comments:	

20. Action	Select “ BASE-002 ” from the PEG list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of PEGs in the list. (Displayed at bottom of the screen while list is showing.)		# of PEGs
Comments:		

21. Action	Press return and the cursor should go to the SSAN field in the EMPLOYEES CURRENTLY IN PEG block.
Comments:	

22. Action	Select “ BASE-004 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

23. Action	Enter “ 1999/05/01 ” in the START DATE field.
Comments:	

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

24. Action	Click the Insert button in the toolbar.
Comments:	

25. Action	Select “ BASE-005 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

26. Action	Enter “ 1999/08/01 ” in the START DATE field.
Comments:	

27. Action	Click the Insert button in the toolbar.
Comments:	

28. Action	Click the Commit button in the toolbar.
Comments:	

29. Action	Click the Exit button in the toolbar. You should be at the INDUSTRIAL HYGIENE MENU.
Comments:	

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

30. Action	We will use the pull down menu on the toolbar to get to the training area. Click Menu on the toolbar at the top of the screen.	
Response Time	For the menu to appear?	# Seconds
Comments:		

31. Action	Select Shared Functions .	
Comments:		

32. Action	Select Training Menu .	
Comments:		

33. Action	Select Employee Training .	
Response Time	For the screen to appear?	# Seconds
Comments:		

34. Action	Select “BASE-001” from the COURSE list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of COURSES in the list. (Displayed at bottom of the screen while list is showing.)		# of COURSES
Comments:		

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

35. Action	Enter “ 1999/06/01 ” in the COURSE DATE field.
Comments:	

36. Action	Select “ 333333333 ” from the TRAINER list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of TRAINERS in the list. (Displayed at bottom of the screen while list is showing.)		# of TRAINERS
*The same course may be taught on the same day by different trainers.		
Comments:		

37. Action	Select “ BASE-001 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of EMPLOYEES in the list. (Displayed at bottom of the screen while list is showing.)		# of EMPLOYEES
Comments:		

38. Action	Click the Insert button in the toolbar.
Comments:	

39. Action	Select “ BASE-002 ” from the SSAN list and click OK .
Comments:	

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

40. Action	Click the Insert button in the toolbar.
Comments:	

41. Action	Select “ BASE-003 ” from the SSAN list and click OK .
Comments:	

42. Action	Click the Insert button in the toolbar.
Comments:	

43. Action	Select “ BASE-004 ” from the SSAN list and click OK .
Comments:	

44. Action	Click the Insert button in the toolbar.
Comments:	

45. Action	Select “ BASE-005 ” from the SSAN list and click OK .
Comments:	

46. Action	Click the Commit button in the toolbar.
Comments:	

CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

47. Action	To find the training history for an employee put the cursor in the SSAN field in the EMPLOYEES block and the TRAINING HISTORY button in the toolbar should turn on. Click this button.	
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Response Time	For the screen to appear?	# Seconds
Comments:		

48. Action	All of the courses for the employee will be displayed in this screen. Print the history by pressing the PRINT HISTORY button in the toolbar. (The report should be printed to your default printer.)	
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Comments:		
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49. Action	Click the Exit button in the toolbar.	
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Comments:		
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50. Action	We are now done with this test.	
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Comments:		
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CCS WEB Demo Test 3

Adding Employees to a PEG and Creating Training Records

General Post Test Questions

1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 4

Performing Surveys

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS. Click the ACCEPT button	
Response Time	For screen to appear?	# Seconds
Response Time	For the MAIN MENU screen to appear?	# Seconds
Comments:		

2. Action	Click the INDUSTRIAL HYGIENE MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

3. Action	Click the IH SAMPLING/SURVEY MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 4

Performing Surveys

4. Action	Click the AIR SAMPLING SURVEY button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

5. Action	Create a new base sample number by clicking the check box to the left of CREATE NEW BASE SAMPLE NO.	
Comments:		

6. Action	Select “ E ” from the COLLECTION METHOD list and click OK .	
Response Time	For the list to appear?	Seconds
Comments:		

7. Action	Select “ X ” from the SAMPLE TYPE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

8. Action	The BASE SAMPLE NO should appear once you leave the SAMPLE TYPE field.	
Comments:		

9. Action	Enter “ 1999/01/01 1200 ” in the DATE/TIME OF SURVEY field.	
Comments:		

CCS WEB Demo Test 4

Performing Surveys

10. Action	Select “ A ” from the TYPE OF SAMPLE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

11. Action	Select “ BASE-001 ” from the PEG CODE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

12. Action	Select “ BIOENVIRONMENTAL ENGINEERING CHEMICALS ” from the FUNCTIONAL AREA and HAZARD TYPE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

13. Action	Scroll down the page and enter “ 1999/01/01 1800 ” in the COLLECTION DATES/TIMES STOP field.	
Comments:		

14. Action	Select “ CH ” from the COLLECTION METHOD list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

CCS WEB Demo Test 4

Performing Surveys

15. Action	Click the Commit button in the toolbar.
Comments:	

16. Action	Click the RESULTS button in the toolbar.	
Response Time	For the screen to appear?	# Seconds
Comments:		

17. Action	Enter “ 106990 ” in the CAS NO field.
Comments:	

18. Action	Enter “ 1999/01/15 ” in the RESULTS RETURN DATE field.
Comments:	

19. Action	Enter “~” in the IH SAMPLE CONC field.
Comments:	

20. Action	Enter “ 500 ” in the next field.
Comments:	

21. Action	Enter “ PPM ” in the UOM field.
Comments:	

CCS WEB Demo Test 4

Performing Surveys

22. Action	Enter “8” in the HOUR TWA field.
Comments:	

23. Action	Click the TWA CALCULATION button in the toolbar, and the TWA calculations will be performed.
Comments:	

24. Action	Click the Commit button in the toolbar.
Comments:	

25. Action	Click the Exit button in the toolbar to go to the Air Sampling Survey screen.
Comments:	

26. Action	Click the Exit button in the toolbar to go to the Industrial Hygiene Menu screen.
Comments:	

27. Action	Click the DOSIMETER SURVEY button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 4

Performing Surveys

28. Action	Enter “ 1999/01/01 1000 ” in the DATE/TIME OF SURVEY field.
Comments:	

29. Action	Enter “ BASE-001 ” in the SSAN field.
Comments:	

30. Action	Enter “ BASE-001 ” in the PEG field.
Comments:	

31. Action	Select “ BIOENVIRONMENTAL ENGINEERING CHEMICALS ” from the FUNCTIONAL AREA list and click OK .
Comments:	

32. Action	Scroll down the page and enter “ 3 ” in the MONITOR EXCHANGE RATE field.
Comments:	

33. Action	Scroll down the page and enter “ 1999/01/01 1800 ” in the STOP TIME field.
Comments:	

CCS WEB Demo Test 4

Performing Surveys

34. Action	Enter “8” in the TWA PERIOD field.
Comments:	

35. Action	Enter “80” in the LEQ/ECL field.
Comments:	

36. Action	Click the CALCULATE button in the toolbar, and the DOSE field will be calculated.
Comments:	

37. Action	Click the Commit button in the toolbar.
Comments:	

38. Action	Click the Exit button in the toolbar.
Comments:	

39. Action	This test is done.
Comments:	

CCS WEB Demo Test 4

Performing Surveys

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
 BAL for Baltimore
 BAR for Barksdale
 DOB for Dobbins
 ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS. Click the ACCEPT button	
What time did you start the test? (time zone)		Time
Response Time	For screen to appear?	# Seconds
Response Time	For the MAIN MENU screen to appear?	# Seconds
Comments:		

2. Action	Click the OMS/PUBLIC HEALTH MENU button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

3. Action	Click the MEDICAL VISIT button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

4. Action	Enter “ BASE-001 ” in the SSAN field.
Comments:	

5. Action	Enter “1999/02/01 1120” in the EXAM DATE/TIME field.
Comments:	

6. Action	Enter “ A ” in the MEDICAL VISIT TYPE field.
Comments:	

7. Action	Enter “ F ” in the CLINIC VISIT REASON field.
Comments:	

8. Action	Now go to the CLINIC block and put the cursor in the OPT field for the first record.
Comments:	

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

9. Action	Put a “ Y ” for the following LAB EXAMS: (Do not hit Enter after entering the “Y”, instead use the mouse or the down arrow to move to the next Lab) <ul style="list-style-type: none"> VITALS BLOOD LEAD CHEM1 LAB PHYSICAL EXAM Click the Commit button in the toolbar.
Comments:	

10. Action	Now click the AUTO-CALLING SCREEN button at the top of the screen. The VITALS screen should display.	
Response Time	For the VITALS screen to appear?	# Seconds
Comments:		

11. Action	Enter data into the screen as desired and then click the Commit button in the toolbar.	
Comments:		

12. Action	Click the Exit button in the toolbar, the BLOOD LEAD screen should appear.	
Response Time	For the BLOOD LEAD screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

13. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

14. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.	
Comments:		

15. Action	Enter result values for each of the TEST TYPEs listed.	
Comments:		

16. Action	Click the Commit button in the toolbar.	
Comments:		

17. Action	Click the Exit button in the toolbar, the CHEM1 LAB screen should appear.	
Response Time	For the CHEM1 LAB screen to appear?	# Seconds
Comments:		

18. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Comments:		

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

19. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.
Comments:	

20. Action	Enter results into the records.
Comments:	

21. Action	Click the Commit button in the toolbar.
Comments:	

22. Action	Click the Exit button in the toolbar.		
Response Time	For the PHYSICAL EXAM screen to appear?		# Seconds
Comments:			

23. Action	Enter values in the RESULTS and COMMENTS fields.
Comments:	

24. Action	Click the Commit button in the toolbar.
Comments:	

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

25. Action	Click the Exit button in the toolbar, the MEDICAL VISIT screen should be displayed.
Comments:	

26. Action	Click in the SSAN field and click the Insert button in the toolbar.
Comments:	

27. Action	Enter “ BASE-002 ” in the SSAN field.
Comments:	

28. Action	Enter “ 1999/02/01 1120 ” in the EXAM DATE/TIME field.
Comments:	

29. Action	Enter “ A ” in the MEDICAL VISIT TYPE field.
Comments:	

30. Action	Enter “ F ” in the CLINIC VISIT REASON field.
Comments:	

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

31. Action	Now go to the CLINIC block and put the cursor in the OPT field for the first record.
Comments:	

32. Action	Put a “Y” for the following LAB EXAMS: (Do not hit Enter after entering the “Y”, instead use the mouse or the down arrow to move to the next Lab) <ul style="list-style-type: none"> VITALS BLOOD LEAD CHEM1 LAB PHYSICAL EXAM Click the Commit button in the toolbar.
Comments:	

33. Action	Click the AUTO-CALLING SCREEN button at the top of the screen, the VITALS screen should display.	
Response Time	For the VITALS screen to appear?	# Seconds
Comments:		

34. Action	Enter data into the screen as desired and then click the Commit button in the toolbar.
Comments:	

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

35. Action	Click the Exit button in the toolbar, the BLOOD LEAD screen should display.	
Response Time	For the BLOOD LEAD screen to appear?	# Seconds
Comments:		

36. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

37. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.	
Comments:		

38. Action	Enter result values for each of the TEST TYPEs listed.	
Comments:		

39. Action	Click the Commit button in the toolbar.	
Comments:		

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

40. Action	Click the Exit button in the toolbar, the CHEM1 LAB screen should display.	
Response Time	For the CHEM1 LAB screen to appear?	Seconds
Comments:		

41. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Comments:		

42. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.	
Comments:		

43. Action	Enter results into the records.	
Comments:		

44. Action	Click the Commit button in the toolbar.	
Comments:		

45. Action	Click the Exit button in the toolbar, the PHYSICAL EXAM screen should display.	
Response Time	For the PHYSICAL EXAM screen to appear?	Seconds
Comments:		

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

46. Action	Enter values in the RESULTS and COMMENTS fields.
Comments:	

47. Action	Click the Commit button in the toolbar.
Comments:	

48. Action	Click the Exit button in the toolbar, the MEDICAL VISIT screen should display.
Comments:	

49. Action	This test is done.
Comments:	

CCS WEB Demo Test 5

Create Medical Exam Records for an Employee

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 6

Performing a General and Risk Assessment

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmen dorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS	
What time did you start the test? (time zone)		Time
Response Time	For the screen to appear?	# Seconds
Comments:		

2. Action	Click the ACCEPT button to display the MAIN MENU.	
Response Time	For the screen to appear?	# Seconds
Comments:		

3. Action	Click the INDUSTRIAL HYGIENE MENU button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

4. Action	Click the ASSESSMENT MENU button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

5. Action	Click the GENERAL ASSESSMENT button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

6. Action	The General Assessment screen is used to identify potential hazards in a PEG or Activity/Process. Select “ BASE-002 ” from the PEG list and click OK . Press the Enter key.	
Response Time	For the list to appear?	# Seconds
Number of PEGs in the list. (Displayed at the bottom of the screen while the list is showing.)		# of PEGs
*A General Assessment must be completed before any surveys can be performed. Comments:		

7. Action	Go to the FUNCTIONAL AREA field in the HAZARD BY FUNCTIONAL AREA block. Pick “ BIOENVIRONMENTAL ENGINEERING ” from the list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of FUNCTIONAL AREAS in the list. (Displayed at the bottom of the screen while the list is showing.)		# in the List
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

8. Action	<p>A list of HAZARDS should now be displayed. Click in the box to the right of the following Hazards:</p> <ul style="list-style-type: none"> CHEMICALS DIRECT CONTACT CHEMICALS THAT CAN BE ABSORBED THROUGH THE SKIN DIRECT CONTACT WITH CORROSIVE OR IRRITATING MATERIALS TO THE SKIN DIRECT CONTACT WITH CORROSIVE OR IRRITATING MATERIALS TO THE EYES INTERMITTENT INHALATION (VAPORS)
<p>*The hazards selected are ones the BEE believes may be present in the PEG. This list will be used to help evaluate the PEG and discover if the risk does exist. The IH surveys can not be performed with out a General Assessment.</p> <p>Comments:</p>	

9. Action	Click the Commit button in the toolbar.
<p>Comments:</p>	

10. Action	Adding new Functional Area and Hazards. Go to the Menu item in the pull down menu. Select Industrial Hygiene and then Industrial Hygiene Menu .	
Response Time	For the screen to appear?	# Seconds
<p>Comments:</p>		

11. Action	Click the VALIDATION TABLES MENU button.	
Response Time	For the screen to appear?	# Seconds
<p>Comments:</p>		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

12. Action	Press the “ F ” key and the list will only display things that begin with “ F ”. Select “ FUNCTIONAL AREA HAZARD ” and click OK .	
Response Time	For the screen to appear?	# Seconds
Comments:		

13. Action	Query all of the records by clicking the Query button twice.	
Response Time	For the query?	# Seconds
Comments:		

14. Action	All of the Functional Areas that have been created will be displayed in this form even if they have not had any Hazards linked to them. By pressing the down and up arrow keys you can scroll through the Functional Areas and see the Hazard assigned to them. Try to find the Functional Area of “ BASE-002 ”. This Functional Area should not be in the list. To create it click the ADD FUNCTIONAL AREA button in the toolbar.	
Response Time	For the screen to appear?	# Seconds
Comments:		

15. Action	Click the Insert button in the toolbar.	
Comments:		

16. Action	Enter “ BASE-002 ” in the FUNCTIONAL AREA field.	
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

17. Action	Enter “ 1999/01/01 ” in the START DATE field.
Comments:	

18. Action	Click the Commit button in the toolbar.
Comments:	

19. Action	Click the Exit button in the toolbar.
Comments:	

20. Action	Click the Insert button in the toolbar.
Comments:	

21. Action	Select “ BASE-002 ” from the FUNCTIONAL AREA list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

22. Action	The FUNCTIONAL AREA you created will not have any hazards associated to it so you must do that now. Your cursor should be in the START DATE field of the HAZARD block. Change the date to “ 1999/01/01 ”. Press Enter
Comments:	

CCS WEB Demo Test 6

Performing a General and Risk Assessment

23. Action	Select “ CHEMICALS ” from the HAZARD list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

24. Action	Go to the next blank records START DATE. Enter “ 1999/01/01 ”.		
Comments:			

25. Action	Select “ EXPLODING ” from the HAZARD list and click OK .		
Response Time	For the list to appear?		# Seconds
Comments:			

26. Action	Click the Commit button in the toolbar.		
Comments:			

27. Action	Click the Exit button in the toolbar.		
The INDUSTRIAL HYGIENE MENU should be displayed.			
Comments:			

28. Action	Click the Exit button in the toolbar.		
The GENERAL ASSESSMENT screen should be displayed.			
Comments:			

CCS WEB Demo Test 6

Performing a General and Risk Assessment

29. Action	Click in the FUNCTIONAL AREA field.
Comments:	

30. Action	Click the New Record button in the toolbar.
Comments:	

31. Action	Select “ BASE-002 ” from the FUNCTIONAL AREA list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

32. Action	Click in the boxes next to the <ul style="list-style-type: none"> CHEMICALS EXPLODING Hazards
Comments:	

33. Action	Click the Commit in the toolbar.
Comments:	

34. Action	Click in the PEG field and click the New Record button in the toolbar.
Comments:	

CCS WEB Demo Test 6

Performing a General and Risk Assessment

35. Action	Pick “ BASE-005 ” from the PEG list and click OK . Hit Enter .	
Response Time	For the list to appear?	# Seconds
Comments:		

36. Action	Click back in the PEG field. Click the RISK ASSESSMENT button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

37. Action	The RISK ASSESSMENT screen is an easy place to find what surveys have been performed for the PEG. The first five fields display the PEG or ACTIVITY/PROCESS information.	
Comments:		

38. Action	The CURRENT CONTROLS block will display all of the controls assigned to the PEG. It will also display any controls assigned to Activities that have been assigned to the PEG.	
Comments:		

39. Action	The FUNCTIONAL AREA block will show all of the FUNCTIONAL AREAs that were assigned to the PEG in the GENERAL ASSESSMENT screen.	
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

40. Action	The HAZARD ASSESSMENT block will display all of the HAZARDS for the displayed FUNCTIONAL AREA that were marked in the GENERAL ASSESSMENT screen.
Comments:	

41. Action	The HAZARD EVALUATION block will display all of the surveys that have been performed for the PEG, FUNCTIONAL AREA and HAZARD displayed. This block will also display any surveys performed for the ACTIVITIES that are assigned to the PEG.
Comments:	

42. Action	Click the COMMENT button for the AIR SAMPLING SURVEY evaluation type in the HAZARD EVALUATIONS block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

43. Action	Enter a comment. This comment is for the evaluation displayed, and can only be accessed in the RISK ASSESSMENT screen. Click the OK button.
Comments:	

44. Action	Click the DISPLAY button for the AIR SAMPLING SURVEY evaluation type in the HAZARD EVALUATIONS block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

45. Action	The AIR SAMPLING SURVEY screen will be displayed and the survey for the PEG or Activity will be queried up.
*You can now update the record or click the RESULTS button to see the results for this survey Comments:	

46. Action	Click the Exit button in the toolbar, you should be returned to the RISK ASSESSMENT screen.
Comments:	

47. Action	The HAZARD RECOMMENDATIONS block is used to make recommendations to manage the hazards identified in the HAZARD EVALUATIONS block. Click the INSERT button in the HAZARD RECOMMENDATIONS block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

48. Action	Press Enter to accept the current date displayed in the DATE field.
Comments:	

49. Action	Select “ NONE ” from the RECOMMENDATION list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

50. Action	Leave the STATUS as ACTIVE. Pick “ FREITAS JOHN ” from the ASSESSOR list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

51. Action	Enter a comment in the COMMENT field and then click the INSERT button.	
Comments:		

52. Action	Scroll the screen down to the RISK ASSESSMENT REVIEWS block. A record was created for the change made in the HAZARD RECOMMENDATIONS area. To see what changed click in the WHAT CHANGED field and click the Edit button in the toolbar. Every time a change is made in the HAZARD RECOMMENDATIONS or RISK RATING blocks a record will be created here. Click the OK button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

53. Action	The RISK RATING block records the current risk rating for the PEG or Activity. Click the INSERT button in the RISK RATING block.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

54. Action	Select “ IHE ” from the RATING TYPE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

55. Action	Select “ 4A ” from the RATING CODE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

56. Action	Select “ FREITAS JOHN ” from the ASSESSED BY list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

57. Action	Click the Insert button in the toolbar.	
Comments:		

58. Action	Click the Commit button in the toolbar.	
Comments:		

59. Action	You have completed this test.	
Comments:		

CCS WEB Demo Test 6

Performing a General and Risk Assessment

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS.	
What time did you start the test? (time zone)		Time
Response Time	For the screen to appear?	# Seconds
Comments:		

2. Action	Click the ACCEPT button to display the MAIN MENU.	
Response Time	For the screen to appear?	# Seconds
Comments:		

3. Action	Click the INDUSTRIAL HYGIENE MENU button	
Response Time	For screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

4. Action	Click the CONTROL MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

5. Action	Click the ASSIGNING CONTROLS TO A PEG button.	
Response Time	For screen to appear?	# Seconds
*This screen is used to assign one or more controls to a PEG. Comments:		

6. Action	Select a “ BASE-004 ” from the list and click OK .	
Response Time	For list to appear?	# Seconds
Number of PEGs in the list. (Displayed at the bottom of the screen while the list is showing.)		# PEGs
Comments:		

7. Action	Click in the CONTROL CODE field of the PEG CONTROLS block.	
Comments:		

8. Action	Open the CONTROL CODE list and hit the “ E ” key. This will limit the list to all of the controls that start with “E”. Select “ E-M ” from the list and click OK .	
Response Time	For list to appear?	# Seconds
Number of Controls in the list. (Displayed at the bottom of the screen while the list is showing.)		# Controls
Comments:		

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

9. Action	Enter a “ 1999/01/01 ” in the CONTROL START DATE field.
Comments:	

10. Action	Click the Insert button in the toolbar to add another record.
Comments:	

11. Action	Open the CONTROL CODE list and hit the “ R ” key. This will limit the list to all of the controls that start with “R”. Select “ RESP ” from the list and click OK .	
Response Time	For list to appear?	# Seconds
Comments:		

12. Action	Enter a “ 1999/01/01 ” in the CONTROL START DATE field.
Comments:	

13. Action	Click the Commit button in the toolbar.
Comments:	

14. Action	Click on the “ E-M ” control code record. Click the ADDITIONAL INFORMATION button in the toolbar.	
Response Time	For screen to appear?	# Seconds
*Engineering and Respirator controls have additional information.		
Comments:		

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

15. Action	The ENGINEERING CONTROLS screen allows you to specify one or more pieces of equipment for the control. Click the Exit button in the toolbar.
Comments:	

16. Action	Click on the “ RESP ” control code record. Click the ADDITIONAL INFORMATION BUTTON in the toolbar.	
Response Time	For screen to appear?	# Seconds
Comments:		

17. Action	The RESPIRATOR CONTROLS screen allows you to specify the type of respirator and the cartridge types. Click the Exit button in the toolbar.
Comments:	

18. Action	You should be back at the ASSIGNING CONTROLS TO A PEG screen. Click the Exit button in the toolbar.
Comments:	

19. Action	Click the ASSIGNING CONTROLS TO AN ACTIVITY/PROCESS button.	
Response Time	For screen to appear?	# Seconds
*This screen is used to assign one or more controls to an Activity/Process. Comments:		

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

20. Action	Select “ AR-02-AC-21---- BASE4” from the ACTIVITY/PROCESS list and click OK .	
Response Time	For list to appear?	# Seconds
Number of Activities in the list. (Displayed at the bottom of the screen while the list is showing.)		# Activities
<p>*You can limit the list by clicking behind the % sign and typing in your 3 digit base code discussed earlier. Then click the find button.</p> <p>Comments:</p>		

21. Action	Select “ RESP ” from the CONTROL CODE list and click OK .	
Response Time	For list to appear?	# Seconds
Number of Controls in the list. (Displayed at the bottom of the screen while the list is showing.)		# Controls
<p>Comments:</p>		

22. Action	Enter “ 1999/01/01 ” in the ACT CNTRL START DATE field.
<p>Comments:</p>	

23. Action	Click the Insert button in the toolbar.
<p>Comments:</p>	

24. Action	Select “ E-M ” from the CONTROL CODE list and click OK .
<p>Comments:</p>	

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

25. Action	Enter “ 1999/01/01 ” in the ACT CNTRL START DATE field.
Comments:	

26. Action	Click the Commit button in the toolbar.
Comments:	

27. Action	Click the Exit button in the toolbar.
Comments:	

28. Action	Click the ASSIGNING PEGS TO A CONTROL button.	
Response Time	For screen to appear?	# Seconds
*This screen assigns one or more PEGs to a control.		
Comments:		

29. Action	Select “ ORESP ” from the CONTROL CODE list and click OK .	
Response Time	For list to appear?	# Seconds
Comments:		

30. Action	Select “ BASE-003 ” from the PEG CD list and click OK .	
Comments:		

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

31. Action	Enter “ 1999/05/01 ” in the PEG CNTRL START DATE field.
Comments:	

32. Action	Click the Insert button in the toolbar.
Comments:	

33. Action	Select “ BASE-004 ” from the PEG CD list and click OK .
Comments:	

34. Action	Enter “ 1999/05/01 ” in the PEG CNTRL START DATE field.
Comments:	

35. Action	Select “ BASE-005 ” from the PEG CD list and click OK .
Comments:	

36. Action	Enter “ 1999/05/01 ” in the PEG CNTRL START DATE field.
Comments:	

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

37. Action	Click the Exit button in the toolbar.
Comments:	

38. Action	Click ASSIGNING ACTIVITIES/PROCESSES TO A CONTROL button.	
Response Time	For screen to appear?	# Seconds
*This screen assigns one or more Activities/Processes to a control. Comments:		

39. Action	Select “ ORESP ” from the CONTROL CODE list and click OK .	
Response Time	For list to appear?	# Seconds
Comments:		

40. Action	Select “ AR-02-AC-21----BASE3 ” from the ACTIVITY/PROCESS list and click OK .
Comments:	

41. Action	Enter “ 1999/05/01 ” in the PRC CNTRL START DATE field.
Comments:	

42. Action	Click the Insert button in the toolbar.
Comments:	

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

43. Action	Select “ AR-02-AC-21---- BASE4” from the ACTIVITY/PRO list and click OK .
Comments:	

44. Action	Enter “ 1999/05/01 ” in the PRC CNTRL START DATE field.
Comments:	

45. Action	Select “ AR-02-AC-21---- BASE5” from the ACTIVITY/PRO list and click OK .
Comments:	

46. Action	Enter “ 1999/05/01 ” in the PEG CNTRL START DATE field.
Comments:	

47. Action	Click the Exit button in the toolbar. This test is done.
Comments:	

CCS WEB Demo Test 7

Assign Controls to PEGs and Activities/Processes

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

During the test you will be told what values to select from the lists. Some of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmen dorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS. Click the ACCEPT button	
Response Time	For screen to appear?	# Seconds
Response Time	For the MAIN MENU screen to appear?	# Seconds
Comments:		

2. Action	Click the INDUSTRIAL HYGIENE MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

3. Action	Click the EMPLOYEES IN EXPOSURE GROUP button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

4. Action	Select “ BASE-003 ” from the PEG list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of PEGs in the list. (Displayed at bottom of the screen while list is showing.)		# of PEGs
Comments:		

5. Action	Press return and the cursor should go to the SSAN field in the EMPLOYEES CURRENTLY IN PEG block.
Comments:	

6. Action	Select “ BASE-006 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

7. Action	Enter “ 1999/05/01 ” in the START DATE field.
Comments:	

8. Action	Click the Insert button in the toolbar.
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

9. Action	Select “ BASE-007 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

10. Action	Enter “ 1999/08/01 ” in the START DATE field.	
Comments:		

11. Action	Click the Insert button in the toolbar.	
Comments:		

12. Action	Select “ BASE-008 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

13. Action	Enter “ 1999/11/01 ” in the START DATE field.	
Comments:		

14. Action	Click the Commit button in the toolbar	
Comments:		

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

15. Action	Now we will find all of the PEGs an employee has been assigned. Click the QUERY EMP button in the toolbar.	
Response Time	For screen to appear?	# Seconds
Comments:		

16. Action	Select “ 11111111 ” from the SSAN list and click OK . Click the Query button once.	
Response Time	For list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

17. Action	Only employees who have a PEG assignment will appear in the list. To query on another employee click the Query button once and the SSAN field will turn white and the list button will appear. Select “ 222222222 ” from the SSAN list and click OK . Click the Query button once..
Comments:	

18. Action	Click the Exit button in the toolbar.
*You should be in the EMPLOYEES IN EXPOSURE GROUP screen.	
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

19. Action	Click the Insert button in the toolbar.
Comments:	

20. Action	Select “ BASE-004 ” from the PEG list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of PEGs in the list. (Displayed at bottom of the screen while list is showing.)		# of PEGs
Comments:		

21. Action	Press return and the cursor should go to the SSAN field in the EMPLOYEES CURRENTLY IN PEG block.
Comments:	

22. Action	Select “ BASE-009 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

23. Action	Enter “ 1999/05/01 ” in the START DATE field.
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

24. Action	Click the Insert button in the toolbar.
Comments:	

25. Action	Select “ BASE-010 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of employees in the list. (Displayed at bottom of the screen while list is showing.)		# of Employees
Comments:		

26. Action	Enter “ 1999/08/01 ” in the START DATE field.
Comments:	

27. Action	Click the Insert button in the toolbar.
Comments:	

28. Action	Click the Commit button in the toolbar.
Comments:	

29. Action	Click the Exit button in the toolbar. You should be at the INDUSTRIAL HYGIENE MENU.
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

30. Action	We will use the pull down menu on the toolbar to get to the training area. Click Menu on the toolbar at the top of the screen.	
Response Time	For the menu to appear?	# Seconds
Comments:		

31. Action	Select Shared Functions .	
Comments:		

32. Action	Select Training Menu .	
Comments:		

33. Action	Select Employee Training .	
Response Time	For the screen to appear?	# Seconds
Comments:		

34. Action	Select “BASE-002” from the COURSE list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of COURSES in the list. (Displayed at bottom of the screen while list is showing.)		# of COURSES
Comments:		

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

35. Action	Enter “ 1999/06/01 ” in the COURSE DATE field.
Comments:	

36. Action	Select “ 33333333 ” from the TRAINER list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of TRAINERS in the list. (Displayed at bottom of the screen while list is showing.)		# of TRAINERS
*The same course may be taught on the same day by different trainers.		
Comments:		

37. Action	Select “ BASE-006 ” from the SSAN list and click OK .	
Response Time	For the list to appear?	# Seconds
Number of EMPLOYEES in the list. (Displayed at bottom of the screen while list is showing.)		# of EMPLOYEES
Comments:		

38. Action	Click the Insert button in the toolbar.
Comments:	

39. Action	Select “ BASE-007 ” from the SSAN list and click OK .
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

40. Action	Click the Insert button in the toolbar.
Comments:	

41. Action	Select “ BASE-008 ” from the SSAN list and click OK .
Comments:	

42. Action	Click the Insert button in the toolbar.
Comments:	

43. Action	Select “ BASE-009 ” from the SSAN list and click OK .
Comments:	

44. Action	Click the Insert button in the toolbar.
Comments:	

45. Action	Select “ BASE-010 ” from the SSAN list and click OK .
Comments:	

46. Action	Click the Commit button in the toolbar.
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

47. Action	To find the training history for an employee put the cursor in the SSAN field in the EMPLOYEES block and the TRAINING HISTORY button in the toolbar should turn on. Click this button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

48. Action	All of the courses for the employee will be displayed in this screen. Print the history by pressing the PRINT HISTORY button in the toolbar. (The report should be printed to your default printer.)
Comments:	

49. Action	Click the Exit button in the toolbar.
Comments:	

50. Action	We are now done with this test.
Comments:	

CCS WEB Demo Test 8

Adding Employees to a PEG and Creating Training Records

General Post Test Questions

1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 9

Performing Surveys

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
BAL for Baltimore
BAR for Barksdale
DOB for Dobbins
ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS. Click the ACCEPT button	
Response Time	For screen to appear?	# Seconds
Response Time	For the MAIN MENU screen to appear?	# Seconds
Comments:		

2. Action	Click the INDUSTRIAL HYGIENE MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

3. Action	Click the IH SAMPLING/SURVEY MENU button.	
Response Time	For screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 9

Performing Surveys

4. Action	Click the AIR SAMPLING SURVEY button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

5. Action	Create a new base sample number by clicking the check box to the left of CREATE NEW BASE SAMPLE NO.	
Comments:		

6. Action	Select a “E” from the COLLECTION METHOD list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

7. Action	Select “X” from the SAMPLE TYPE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

8. Action	The BASE SAMPLE NO should appear once you leave the SAMPLE TYPE field.	
Comments:		

9. Action	Enter “1999/01/01 1200” in the DATE/TIME OF SURVEY field.	
Comments:		

CCS WEB Demo Test 9

Performing Surveys

10. Action	Select “ A ” from the TYPE OF SAMPLE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

11. Action	Select “ BASE-002 ” from the PEG CODE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

12. Action	Select “ BIOENVIRONMENTAL ENGINEERING CHEMICALS ” from the FUNCTIONAL AREA and HAZARD TYPE list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

13. Action	Scroll down the page and enter “ 1999/01/01 1800 ” in the COLLECTION DATES/TIMES STOP field.	
Comments:		

14. Action	Select “ CH ” from the COLLECTION METHOD list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

CCS WEB Demo Test 9

Performing Surveys

15. Action	Click the Commit button in the toolbar.
Comments:	

16. Action	Click the RESULTS button in the toolbar.	
Response Time	For the screen to appear?	# Seconds
Comments:		

17. Action	Enter “ 106990 ” in the CAS NO field.
Comments:	

18. Action	Enter “ 1999/01/15 ” in the RESULTS RETURN DATE field.
Comments:	

19. Action	Enter “~” in the IH SAMPLE CONC field.
Comments:	

20. Action	Enter “ 500 ” in the next field.
Comments:	

21. Action	Enter “ PPM ” in the UOM field.
Comments:	

CCS WEB Demo Test 9

Performing Surveys

22. Action	Enter “8” in the HOUR TWA field.
Comments:	

23. Action	Click the TWA CALCULATION button in the toolbar, and the TWA calculations will be performed.
Comments:	

24. Action	Click the Commit button in the toolbar.
Comments:	

25. Action	Click the Exit button in the toolbar to go to the Air Sampling Survey screen.
Comments:	

26. Action	Click the Exit button in the toolbar to go to the Industrial Hygiene Menu screen.
Comments:	

27. Action	Click the DOSIMETER SURVEY button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 9

Performing Surveys

28. Action	Enter “ 1999/01/01 1000 ” in the DATE/TIME OF SURVEY field.
Comments:	

29. Action	Enter “ BASE-002 ” in the SSAN field.
Comments:	

30. Action	Enter “ BASE-002 ” in the PEG field.
Comments:	

31. Action	Select “ BIOENVIRONMENTAL ENGINEERING CHEMICALS ” from the FUNCTIONAL AREA list and click OK .
Comments:	

32. Action	Scroll down the page and enter “ 3 ” in the MONITOR EXCHANGE RATE field.
Comments:	

33. Action	Scroll down the page and enter “ 1999/01/01 1800 ” in the STOP TIME field.
Comments:	

CCS WEB Demo Test 9

Performing Surveys

34. Action	Enter “8” in the TWA PERIOD field.
Comments:	

35. Action	Enter “80” in the LEQ/ECL field.
Comments:	

36. Action	Click the CALCULATE button in the toolbar, and the DOSE field will be calculated.
Comments:	

37. Action	Click the Commit button in the toolbar.
Comments:	

38. Action	Click the Exit button in the toolbar.
Comments:	

39. Action	This test is done.
Comments:	

CCS WEB Demo Test 9

Performing Surveys

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

During the test you will be told what values to select from the lists. All of the values will start with a three letter identifier for each base. The identifiers are:

AND for Andrews
 BAL for Baltimore
 BAR for Barksdale
 DOB for Dobbins
 ELM for Elmendorf

In the test instructions they will appear as BASE-001, BASE-002, etc. Replace BASE with your three letter identifier. For example if you are at Andrews every place it says BASE-001 you would use AND-001.

Activity/Process will end in BASE1, BASE2, etc.

1. Action	Start CCS. Click the ACCEPT button	
What time did you start the test? (time zone)		Time
Response Time	For screen to appear?	# Seconds
Response Time	For the MAIN MENU screen to appear?	# Seconds
Comments:		

2. Action	Click the OMS/PUBLIC HEALTH MENU button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

3. Action	Click the MEDICAL VISIT button.	
Response Time	For the screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

4. Action	Enter “ BASE-006 ” in the SSAN field.
Comments:	

5. Action	Enter “ 1999/02/01 1120 ” in the EXAM DATE/TIME field.
Comments:	

6. Action	Enter “ A ” in the MEDICAL VISIT TYPE field.
Comments:	

7. Action	Enter “ F ” in the CLINIC VISIT REASON field.
Comments:	

8. Action	Now go to the CLINIC block and put the cursor in the OPT field for the first record.
Comments:	

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

9. Action	Put a “ Y ” for the following LAB EXAMS: (Do not hit Enter after entering the “Y”, instead use the mouse or the down arrow to move to the next Lab) <ul style="list-style-type: none"> VITALS BLOOD LEAD CHEM1 LAB PHYSICAL EXAM Click the Commit button in the toolbar.
Comments:	

10. Action	Now click the AUTO-CALLING SCREEN button at the top of the screen. The VITALS screen should display.	
Response Time	For the VITALS screen to appear?	# Seconds
Comments:		

11. Action	Enter data into the screen as desired and then click the Commit button in the toolbar.	
Comments:		

12. Action	Click the Exit button in the toolbar, the BLOOD LEAD screen should appear.	
Response Time	For the BLOOD LEAD screen to appear?	# Seconds
Comments:		

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

13. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

14. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.	
Comments:		

15. Action	Enter result values for each of the TEST TYPEs listed.	
Comments:		

16. Action	Click the Commit button in the toolbar.	
Comments:		

17. Action	Click the Exit button in the toolbar, the CHEM1 LAB screen should appear.	
Response Time	For the CHEM1 LAB screen to appear?	# Seconds
Comments:		

18. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Comments:		

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

19. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.
Comments:	

20. Action	Enter results into the records.
Comments:	

21. Action	Click the Commit button in the toolbar.
Comments:	

22. Action	Click the Exit button in the toolbar.		
Response Time	For the PHYSICAL EXAM screen to appear?		# Seconds
Comments:			

23. Action	Enter values in the RESULTS and COMMENTS fields.
Comments:	

24. Action	Click the Commit button in the toolbar.
Comments:	

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

25. Action	Click the Exit button in the toolbar, the MEDICAL VISIT screen should be displayed.
Comments:	

26. Action	Click in the SSAN field and click the Insert button in the toolbar.
Comments:	

27. Action	Enter “ BASE-007 ” in the SSAN field.
Comments:	

28. Action	Enter “ 1999/02/01 1120 ” in the EXAM DATE/TIME field.
Comments:	

29. Action	Enter “ A ” in the MEDICAL VISIT TYPE field.
Comments:	

30. Action	Enter “ F ” in the CLINIC VISIT REASON field.
Comments:	

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

31. Action	Now go to the CLINIC block and put the cursor in the OPT field for the first record.
Comments:	

32. Action	Put a “Y” for the following LAB EXAMS: (Do not hit Enter after entering the “Y”, instead use the mouse or the down arrow to move to the next Lab) <ul style="list-style-type: none"> • VITALS • BLOOD LEAD • CHEM1 LAB • PHYSICAL EXAM Click the Commit button in the toolbar.
Comments:	

33. Action	Click the AUTO-CALLING SCREEN button at the top of the screen, the VITALS screen should display.	
Response Time	For the VITALS screen to appear?	# Seconds
Comments:		

34. Action	Enter data into the screen as desired and then click the Commit button in the toolbar.
Comments:	

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

35. Action	Click the Exit button in the toolbar, the BLOOD LEAD screen should display.	
Response Time	For the BLOOD LEAD screen to appear?	# Seconds
Comments:		

36. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Response Time	For the list to appear?	# Seconds
Comments:		

37. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.	
Comments:		

38. Action	Enter result values for each of the TEST TYPEs listed.	
Comments:		

39. Action	Click the Commit button in the toolbar.	
Comments:		

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

40. Action	Click the Exit button in the toolbar, the CHEM1 LAB screen should display.	
Response Time	For the CHEM1 LAB screen to appear?	Seconds
Comments:		

41. Action	Select “ CCSLAB ” from the LAB ID NO list and click OK .	
Comments:		

42. Action	Hit the Enter key to go to the RESULTS field in the RESULTS block.	
Comments:		

43. Action	Enter results into the records.	
Comments:		

44. Action	Click the Commit button in the toolbar.	
Comments:		

45. Action	Click the Exit button in the toolbar, the PHYSICAL EXAM screen should display.	
Response Time	For the PHYSICAL EXAM screen to appear?	Seconds
Comments:		

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

46. Action	Enter values in the RESULTS and COMMENTS fields.
Comments:	

47. Action	Click the Commit button in the toolbar.
Comments:	

48. Action	Click the Exit button in the toolbar, the MEDICAL VISIT screen should display.
Comments:	

49. Action	This test is done.
Comments:	

CCS WEB Demo Test 10

Create Medical Exam Records for an Employee

General Post Test Questions

1. 1. Was the system responsive? 1 2 3 4 5 6 7 8 9 10
2. Did the PC running the system have any problems?
3. What was the configuration of the PC performing the test:
 - Processor?
 - RAM?
 - Video Card?
 - Video RAM?
4. What time was the test completed?
5. What was the total time spent on this test?
6. Did the system lock-up?
 - How many times?
 - What were you doing when it locked up?